



ABSTRACT AND BIOGRAPHY

Simple Planning Essentials

Everyone knows that laying in a good baseline is an essential part of good project management. We are all familiar with the standard pieces – budgets, schedules, milestones – and that it's important to be sure measurement is always done from the baseline. But everyone also knows that in the day-to-day world of project management, it can sometimes be difficult to use that baseline information consistently, especially when actions and questions begin to arrive.

This overview of planning provides guidance for small to mid-sized projects on developing planning information so that a simple baseline can be developed that supports project execution. We'll focus on simple techniques that allow planning data to be utilized for a number of tracking and reporting purposes. Specifically we'll look at formats that allow planning information to be developed so that it can be used by a number of project stakeholders with a special emphasis on line management organizations. These formats use standard off-the-shelf tools like Excel and support analysis using simple databases like Access.

For those projects who work hard to “do more with less”, we'll also spend time talking about how to be effective in getting the most out of planning information. By reviewing a simple framework for demonstrating how standard planning documents integrate, project leads and planners can make good use of what they have and avoid duplicating effort.

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